



EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 54308

POSITION TITLE: ASSISTANT COURT ANALYST **JG: 16**

LOCATION: APPELLATE DIVISION, FOURTH JUDICIAL DEPARTMENT
MENTAL HYGIENE LEGAL SERVICE, ROCHESTER, NY

BASE SALARY: \$54,768

CLASSIFICATION: NON-COMPETITIVE/CONFIDENTIAL

QUALIFICATIONS: One year in the Junior Court Analyst title; **or** Bachelor's degree from an accredited college or university; **or** High School diploma or the equivalent and four (4) years of relevant experience; **or** An equivalent combination of education and experience.

DISTINGUISHING FEATURES OF WORK: Assistant Court Analysts provide professional level assistance to Court Analysts and higher level personnel in the Analyst Series in projects involving personnel administration, resource allocation, budget development and court finance, administration and policy formation. They may perform as part of a project team where they may be assigned entering level professional tasks which, under supervision of a Court Analyst or Senior Court Analyst, are designed to enhance the professional growth of the employee.

ASSIGNMENT: This position will be located in Mental Hygiene Legal Service (MHLS) at the Appellate Division, Fourth Department. Duties include but are not limited to: purchasing and monitoring office supplies, furniture, equipment and printing services; processing budget expenditures through the Unified Court System State Financial System; payments for all Article 81 matters; proofing, copying and binding Appellate briefs, coordinating cases, reviewing comprehensive documents, coordinating TB and CLE training; generating custom reports from Merit4 database; maintaining MHLS Policy Manual; and overseeing the destruction of records.

GENERAL INFORMATION: The above statements are intended to describe the general nature and level of work being performed by persons assigned to this title. They do not include all job duties performed by employees in the title, and every position does not necessarily require these duties. Although a position is available and situated at a specific location, the appointee may be subject to reassignment to any position in the same title in this promotion unit dependent upon the needs of the Unified Court System. All applications received from this announcement may be used to fill any vacancies in this title that may occur in this court or agency within the next six (6) months. Position(s) available at the present time: 1.

APPLICATION PROCEDURES: All interested persons meeting the minimum qualifications are encouraged to submit a UCS-5 Application for Employment form (obtainable from any administrative office in a court building or on the web at www.nycourts.gov/careers/UCS5.pdf) and cover letter with a resume by email to cbaldino@nycourts.gov or by mail to:

Coleen M. Baldino, Human Resources
Appellate Division, Fourth Department
M. Dolores Denman Courthouse
50 East Avenue, Suite 200
Rochester, NY 14604

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EQUAL EMPLOYMENT OPPORTUNITY DATA COLLECTION FORM.

POSTING DATE: March 14, 2023

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: April 11, 2023

The New York State Unified Court System is an equal opportunity employer, and does not discriminate on the basis of race, color, religion, gender (including pregnancy and gender identity or expression), national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, parental status, military service, or other non-merit factor.
